

**Public Libraries**

LIBRARY OF CALIFORNIA ACT  
CALIFORNIA LIBRARY SERVICES ACT  
ILL TRANSACTION REPORT/CLAIM

Quarter

1<sup>st</sup> Jul, Aug , Sep ☐2<sup>nd</sup> Oct, Nov, Dec ☐3<sup>rd</sup> Jan, Feb, Mar ☐4<sup>th</sup> Apr, May, Jun ☐

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Library Account No.

Library Name

This report is a true accounting of all items (as defined on the back of this sheet), loaned by this library during the above stated time period. Items are not claimed for which a loan fee was charged.

Signed

(Person responsible for transaction reporting)

## (A) California Public Libraries

"Public Library" means a library, or two or more libraries, which is operated by a single public jurisdiction and which serves its residents free of charge.

A	Account No.	Month			Quarterly Total Items														
		1	2	3															
	<table border="1"><tr><td>P</td><td>0</td><td>0</td><td>1</td></tr></table>	P	0	0	1	<table border="1"><tr><td></td><td></td><td></td></tr></table>				<table border="1"><tr><td></td><td></td><td></td></tr></table>				<table border="1"><tr><td></td><td></td><td></td></tr></table>				<table border="1"><tr><td></td></tr></table>	
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## (B) California Academic Libraries

"Academic Library" means a library established and maintained by a college or university to meet the needs of its students and faculty, and others by agreement.

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P	0	0	2												

## (C) California School Libraries

"School Library" means an organized collection of printed and audiovisual materials which (a) is administered as a unit, (b) is located in a designated place, and (c) makes printed, audiovisual and other materials as well as necessary equipment and services of a staff accessible to elementary and secondary school students and teachers.

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## (D) California Special Libraries

A library maintained by a non-profit agency, including an association, research institution, learned society, professional association, museum, chamber of commerce, or other organized group, the greater part of their collections being in a specific field or subject, e.g. natural sciences, economics, engineering law, history. Includes libraries maintained by institutions for the purpose of serving their resident populations, such as federal, state and local government hospitals and state and local correctional facilities.

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## (E) California Special Libraries

Libraries in for-profit institutions such as business and industrial corporations, banks, law firms, etc.; also includes federal correctional institutions and federal, state and local non-institutional government libraries.

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**Interlibrary Loan Standards**

Complete the form CLSA-31 by filling in the Quarterly Totals for items loaned.

The following **Terms and Definitions** are found in California Library Services Act Interlibrary Loan Standards, 1978, incorporated by reference following Education Code Section 20265(f):

1. **Interlibrary Loan** - The loan of library materials of any type which is collected by a library or the provision of a copy in lieu of loan of a library material from an eligible, participating lending library to any eligible borrowing library as defined in Education Code Sections 18744, 18765 and 18844(a).
  - a. **Limitations** - This definition places no limits on the type of material eligible for reimbursement. Any type of material a library will loan that will fulfill a user's request is eligible.
  - b. **Copies** - A photocopy, microcopy, telefacsimile copy, or tape copy sent as a response to a specific request for an item is eligible for reimbursement. In addition, a copy which is sent as a response to a reference request in lieu of sending the journal, book, or master tape is also eligible for reimbursement.
  - c. **Pamphlets** - Pamphlets and other ephemera which are generally not fully cataloged nor individually charged out and controlled should be reimbursed, but the reimbursable transaction equals one charge out function, no matter how many individual items are included in the single charge. (i.e. if 25 pamphlets on sheep raising are pulled from a subject file and charged as one check out transaction, that constitutes one reimbursable transaction.) Free information pamphlets or brochures sent as gifts with no expectation of return are not eligible for reimbursement.
  - d. **System Collections** - Items purchased with System funds are eligible for reimbursement when they are loaned from the library housing the item to any eligible borrowing library as defined in Ed. Code, Chapter 1255, Sections 18744 and 18765. If there is any question as to what library should house any System-purchased item, the vote of the System Administrative Council shall determine the disposition.
  - e. **Film Circuits** - An item in a film circuit packet which is removed from the packet and loaned to another library is eligible for reimbursement. The transfer of the film circuit packet from one library on the circuit to the next is not an eligible transaction.
2. "Loan" - material (as defined above) sent by your library to another library.
3. "Borrow" - material (as defined above) requested and received by your library from another library.
4. "Transaction" - one "loan" or one "borrow". Each eligible loan transaction will be reimbursed as one logical transaction (i.e. one check out transaction).

**Deadline: Forms must be in the Budget Office, California State Library, PO Box 942837, Sacramento, California 94237-0001, no later than the 15th of the month following the reporting period.**

\* Only the Quarterly Totals need to be completed; the monthly totals are optional.